

**THE COUNTY OF YAKIMA
is now accepting applications
for the position of**

**ADMINISTRATIVE SUPERVISOR
DISTRICT COURT PROBATION**

Hiring Salary: \$5,140.00 per month.

Opening: There is one opening with Yakima County District Court Probation for an Administrative Supervisor to be responsible for the day to day management and operation of Yakima County's Pre-Trial Release Program. *This recruitment may be used for vacancies that may occur within 90 working days of the closing date of this posting.*

Applications and Supplemental Questionnaires will be accepted until 4:00 p.m., Thursday, April 16, 2015. Applicants will be evaluated on the basis of past experience and training. Individuals claiming veteran's preference eligibility will be required to complete the Application for Veterans' Preference Form.

Essential Job Functions:

Assigns reviews and supervises the work of professional pre-trial officers. Responds to complaints and issues involving clients and staff. Recruits, interviews and recommends employees for hire; measures effectiveness of work performance; writes performance reviews; makes and implements decisions regarding progressive discipline up to suspension and makes recommendations to manager for suspension or termination; coordinates case assignments and monitors accuracy of risk/need assessment and level of appropriate supervision by pre-trial officers. Provides annual training for professional staff consistent with professional development as well as regular training throughout the year. Participates in the development or modification of policy and procedures and ensures policies, procedures and program delivery are in compliance with state and local laws and regulations.

Plans, develops, implements and monitors evidence based Pre-Trial program. Compiles and analyzes client data with regard to program delivery to evaluate results with respect to program success; prepares and presents complex reports with regard to pre-trial caseloads, program outcomes, as well as expense and revenue budget reports and federal and state grant reports; makes programming or supervision recommendations for changes based on programmatic analysis of data. Educates county judges, prosecutors, defense attorneys and other departments and community organizations about the Pre-Trial program. Acts as liaison for Pre-Trial and participates in multi-court level management meetings.

Assists manager in long ranging planning for programming activities; assists with development of program budget and makes decisions regarding expenditures; researches and applies for grants related to Pre-Trial justice; monitors legislative activity and reports changes in laws to management and line staff to ensure compliance in delivery of pre-trial services; maintains an ongoing relationship and dialog with other Pre-Trial managers and supervisors to ensure a high level of coordination and sharing of expertise is provided.

Audits Pre-Trial Officer cases on a regular basis for compliance with policies and procedures; authorizes payment for resources necessary for programming needs; leads Pre-Trial Officers in staffing of cases; makes recommendations to judges on cases before the court.

Equipment Operated: Computer, printer, copier, telephone, cell phone, fax, slide projector; multi-media projector, county automobiles.

Working Conditions: Duties are performed primarily in an office or community setting. Requires travel throughout Yakima County using own method of transportation for home or community visits. **Exposure to hazardous physical conditions, and exposure to potentially violent or hostile individuals is also possible. This position may require interaction with adult offenders who may be hostile and/or angry and who sometimes present themselves at appointments under the influence of alcohol and/or mind/mood altering drugs.** Requires driving, speaking, seeing, hearing, and the ability to articulate clearly; use of hands to finger, or feel objects and office equipment and reach with hands and arms.

Considered **Sedentary Work:** exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Minimum Qualifications:**Knowledge of:**

- Knowledge of an understanding of the goals and objectives of pre-trial release services and the court rules governing pre-trial release;
- Knowledge of community based treatment and other support services.;
- Supervisory theories, practices & principles and related laws and regulations;
- Project management, organizational management, practices & principles;
- Communication, training and coaching techniques;
- Knowledge and understanding of human resource rules and regulations.

Skill in:

- Ability to make independent decisions based on research and analysis of situation;
- Understanding of and ability to interpret accounting and budget spreadsheets;
- In-depth research and analytical capabilities;
- Ability to forecast and project budgets and programming needs;
- Ability to listen effectively and communicate goals, objectives and vision of superiors to others.
- Ability to identify needs, develop short and long-range plans and to evaluate the results.
- Ability to use computers, related software applications & basic office equipment;
- Ability to determine priorities & make critical decisions;
- Ability to supervise, coach, motivate, monitor and evaluate staff;
- Capable of drafting, writing, applying & implementing policies & procedures;
- Ability to solve problems or resolve conflicts through communication, mediation, and role modeling;
- Ability to provide technical expertise in area of responsibility;
- Capable of establishing and maintaining effective interpersonal relations with elected officials, department heads, and other law and justice agencies, city, county, and state resources;
- Demonstrate effective oral and written communication skills to include public speaking.

Experience and Training: **Bachelor's degree in Sociology, Psychology, Criminal Justice, Social Work or a related field and Four (4) years counseling, interviewing and casework or probation officer experience** or a substitute for two years counseling with an equivalent combination of experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job, is required.

Required:

- A valid Washington state driver's license and proof of insurance
- Successful completion of criminal background check.

Preferred:

- A Minimum of two years program coordinating, supervisory or managerial experience is preferred.

In compliance with the Immigration Control and Reform Act of 1986, Yakima County will hire only United States citizens and aliens lawfully authorized to work in the United States.

For further information and application forms, contact:

HUMAN RESOURCES DEPARTMENT
128 N. 2nd Street, Room B27
YAKIMA WA 98901
www.yakimacounty.us

“AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER”

Yakima County ensures equal employment opportunities regardless of a person's sex, race, national origin, religion, age, disability, marital status, creed, political belief, sexual orientation, veteran's status, or any other protected status under federal or state statute. Disabled applicants may request accommodation to participate in the job application and/or selection process for employment. Please contact Human Resources for further information.

Yakima County is a qualified Public Service entity for the Public Service Loan Forgiveness Program. For more information, go to <http://studentaid.ed.gov/repay-loans/forgiveness-cancellation/charts/public-service> or contact your federal loan servicer. If you are interested in the status of this position after closing, please see “Status of Openings” under the Job Opportunities tab on the Human Resources web page at www.yakimacounty.us. **This will be the only method of status notification for this position.**

Position:1006445 Posting: 1007011

YAKIMA COUNTY DISTRICT COURT PROBATION ADMINISTRATIVE SUPERVISOR SUPPLEMENTAL QUESTIONNAIRE

The purpose of this form is to provide a screening committee specific information regarding your qualifications for the Yakima County District Court Probation Administrative Supervisor position. This information, along with your Yakima County application form, will be used to assist the committee in selecting candidates to be invited to oral interview(s). Your responses should be as complete and specific as possible; only the most qualified candidates will receive further consideration. **(Please limit your responses to no more than one page per question.)**

All applicants must submit this completed form along with their application form, or their application materials will not be considered.

1. Please describe your understanding and viewpoint of the Smart Pre-trial justice initiative.
2. This position will initially be involved in the development of the new pre-trial system in Yakima County. As such, the successful candidate will be working collaboratively with other law and justice members. Please describe a time when you were required to work with diverse groups of people? Please include any challenges you faced and how you overcame them.
3. A significant piece of the pre-trial system will be the capturing and analysis of data to assess program success or identify deficiencies. Describe a project that best demonstrates your analytical ability as it relates to evaluation of a project, program or process.